



# JACK O'CONNELL

State Superintendent of Public Instruction

May 13, 2003

District and County Superintendents,  
Curriculum Coordinators in Health, and  
Interested Individuals and Organizations

## **Request for Reviewers to Evaluate K-8 Instructional Materials in Health for the 2004 Primary Adoption**

It is my pleasure to ask you to assist the Department of Education, the State Board of Education, and the Curriculum Development and Supplemental Materials Commission in the recruitment of individuals to serve on panels that will assist with the evaluation and selection of instructional materials for the K-8 Primary Health Adoption. This primary adoption is based on the revised *Health Framework* and evaluation criteria approved by the State Board of Education March 6, 2002.

We are accepting applications for two categories of reviewers. An applicant may only apply to serve as one of the following types of reviewers.

### ◆ **Content Review Panel (CRP)**

### ◆ **Instructional Materials Advisory Panel (IMAP)**

The deadline for receipt of applications is **Wednesday, August 6, 2003**.

Panel members help to ensure that the children of California have K-8 instructional materials that have been carefully and thoroughly evaluated against the *Health Framework* and the criteria adopted by the State Board of Education. We strongly encourage you to help us recruit qualified applicants for these very important panels.

**Please duplicate and distribute the attached application packets** to any and all qualified candidates in your schools or organizations who might be interested in serving on these panels. The application and additional information can be found on our website, [www.cde.ca.gov/cfir](http://www.cde.ca.gov/cfir). We cannot overstate the importance of this task and our genuine appreciation to those who decide to apply and/or encourage others to apply.

### **Who should apply to be a Content Review Panel (CRP) member?**

CRP members play an important role in the instructional materials adoption process under the guidance of the Curriculum Development and Supplemental Materials Commission. CRPs review materials with a focus on content accuracy and scholarship as defined by the State Board adopted criteria and the curriculum framework. CRPs ensure that materials are based on current and confirmed research. They also serve as content experts to the Instructional Materials Advisory Panel (IMAP) members. CRP members are recognized professional experts with an M.D. or a Ph.D. degree in a health-related field and have experience in teaching health at the college or university level.

**What is the purpose of the Instructional Materials Advisory Panel (IMAP) and who should apply?**

IMAP members evaluate instructional materials and report their findings to the Curriculum Development and Supplemental Materials Commission. IMAP members evaluate materials for alignment with the State Board of Education-adopted *Health Framework* and evaluation criteria and work closely with CRPs with regard to content accuracy and scholarship. The Curriculum Development and Supplemental Materials Commission considers the report of findings prepared by the IMAP/CRP before making adoption recommendations to the State Board of Education.

We are especially interested in recruiting classroom teachers in kindergarten and grades one through eight for the IMAP, which by law must constitute a majority of the members on this panel. High school teachers are welcome to apply as they, also, provide valuable insight and expertise. However, to ensure a balance of perspective, we are also looking for a broad spectrum of other individuals, including school administrators, practitioners, parents, guardians, college or university faculty, and those whose employment or avocation interest includes health. We realize that parents, guardians, and community members, in particular, may not have had experience teaching; however, we encourage them to respond to the questions in the application based on their personal knowledge of and interests in this area.

We wish to have individuals apply for the CRP or IMAP who have educational leadership experience in areas such as:

- Providing training or staff development;
- Serving on a parent, community, or professional organization advising on curriculum, instruction, and/or assessment;
- Providing training for teachers, parents, or community members on curriculum, instruction, and/or assessment; and
- Developing curriculum, instruction, or assessment materials.

**What are the important dates and the time commitment?**

Individuals appointed to the CRP and IMAP will receive training in the adoption process and the use of the evaluation criteria and will apply the training to make a finding/recommendation on the instructional materials submitted for adoption. They will work with colleagues to reach consensus and make advisory recommendations to the Curriculum Development and Supplemental Materials Commission.

Individuals appointed to the IMAP will participate in **three days of training April 6-8, 2004 and five days of deliberations July 19-23, 2004**. Panelists will conduct independent reviews of the instructional materials submitted for adoption between April 2004 and July 2004. Other key dates for the CRP and IMAP are included in Attachment B of the application. **Appointees must attend all of the training and deliberation dates.**

Following the evaluation process, IMAP and CRP participants will be particularly knowledgeable and valuable resource persons for the local counties and school districts in which they live and work.

**What expenses will be covered?**

Travel, lodging, meal expenses, and per diem at state rates will be covered for participants. Stipends, honoraria, or reimbursement for substitute personnel are not provided. *In addition, the state will not pay for the use of rental cars while in Sacramento.* It will reimburse for the cost of vans or taxis to and from the airport.

May 13, 2003  
Page 3

**Application Deadline**

Please distribute the application packets as quickly as possible—**completed applications must be received in the California Department of Education by Wednesday, August 6, 2003.**

If you have any questions about the applications, please call Olga C. Uribe, Lead Consultant, Health Adoption at (916) 319-0452 or Suzanne Rios, Administrator, Instructional Resources Unit at (916) 319-0665.

Thank you again for your assistance and cooperation in disseminating this information. All who participate in this process will make a valuable contribution to improving the quality of health instruction in California's K-8 schools.

Sincerely,

*Original signed by*

Jack O'Connell

Enclosures:     Health CRP and IMAP Applications